

PROPER INVOICE

The Preferred Bidder's applications for payment under the Final Agreement shall be in a form, and contain such information, that may be required for the application for payment to constitute a "proper invoice" under the *Construction Act*, including the following:

1. All of the information specified to be included in a proper invoice as set out in section 6.1 of the *Construction Act*, namely:
 - (a) the Preferred Bidder's name and address;
 - (b) the date of the application for payment and the period during which the Work was performed;
 - (c) information identifying the authority, whether in the contract or otherwise, under which the Work was performed;
 - (d) a description, including quantity where appropriate, of the Work performed and products supplied;
 - (e) the amount payable for the Work performed, and the payment terms; and
 - (f) the name, title, telephone number and mailing address of the person to whom payment is to be sent;
2. a scanned true copy of the original Statutory Declaration (in the form of the CCDC 9A statutory declaration) certifying that all accounts of the Preferred Bidder have been paid in full, less only the amounts of holdback due to them for the relevant dates, that all liabilities incurred by the Preferred Bidder and its subcontractors in carrying out the Final Agreement have been discharged and that all liens in respect of the Final Agreement have expired or have been satisfied, discharged or provided for by payment. Original Statutory Declaration must be retained for examination by the Owner on request at any time;
3. the total amount of expenditures to date and the total estimated expenditures to be made for the remaining balance of the Work; broken out in accordance with the Tender Price breakdown if requested by the Consultant;
4. satisfactory evidence in the form of a Certificate of Clearance issued by the Workplace Safety and Insurance Board that the Preferred Bidder has made suitable provision for meeting any liability under the Workplace Safety and Insurance Act, prior to the release of any monthly progress payment;
5. purchase order number (450xxxxxx), project contract reference numbers and name of the Board's project manager;
6. updated Project Work Plan and a declaration of Completed Work; and
7. invoices must be sent by email to the Board's accounts payable department mail address: payables@cepeo.on.ca .